



## Position Description

### Position Details

<b>Position Title:</b>	Executive Officer
<b>Classification:</b>	<i>Social, Community, Home Care and Disability Services Industry Award 2010 - Social and Community Service Employee</i> (based on qualifications & experience)
<b>Tenure:</b>	<b>Ongoing</b>
<b>Position Status:</b>	Full-time
<b>EFT:</b>	1.0 EFT

### Signatories and Endorsements

<b>Date of Preparation:</b> <i>(this version)</i>	October 2024
<b>Supervisor Title:</b>	Board of Management
<b>Supervisor Signature:</b>	.....
<b>Incumbent Name:</b>	
<b>Incumbent Signature:</b>	.....

### Position Summary

As the Executive Officer at the Wimmera Regional Sports Assembly, you will lead our organisation through its next phase of growth and sustainability. Based in Horsham, you will oversee financial and operational performance, align activities with strategic goals, and foster a high-performance culture. Key responsibilities include providing visionary leadership, developing and executing communication and marketing strategies, advocating for regional sport and recreation, and building strategic partnerships. Your role will be crucial in mobilising community capacity, leveraging data for strategic decisions, and ensuring the Wimmera Regional Sports Assembly's long-term success and community impact.

### Organisational Environment

The Wimmera Regional Sports Assembly (WRSA) is one of nine Regional Sports Assemblies located across regional Victoria whose primary aim is to assist in facilitating the development of quality sporting and recreational opportunities for the communities that they service.

The Wimmera Regional Sports Assembly's office is located in Horsham and services the local government shires of Horsham Rural City Council, Northern Grampians Shire Council, Yarriambiack Shire Council, West Wimmera Shire Council and Hindmarsh Shire Council.

Staff work as a team in building strength, capacity and sustainability in sporting clubs, leagues and associations; advocating and supporting the development of inclusive and welcoming sporting and active recreation environments; and supporting Wimmera residents to enjoy an active and healthy lifestyle.

## Position Objectives

The Executive Officer is responsible for fulfilling the Wimmera Regional Sports Assembly's statutory obligations, meeting funding agreements, and delivering on the Board's strategic objectives. This includes:

**Implementing and Reporting:** Oversee and report on the progress of the Wimmera Regional Sports Assembly's Operational Plan, aligned with our strategic focus areas.

**Advocacy:** Represent regional sport and recreation needs to government bodies and stakeholders.

**Partnership Development:** Foster and manage collaborative partnerships within the sport and recreation sector and local community.

**Capacity Building:** Enhance the organization's ability to support sustainable sport and recreation opportunities across the region.

**Leadership and Innovation:** Lead the organization in responding to community needs, monitoring government policies, and identifying trends to inform strategies and funding submissions.

## Reporting Relationships

Reports to: Wimmera Regional Sports Assembly Board of Management  
Supervises: 2 Project Staff and 1 on maternity leave and a finance manager.

## Contacts

Internal relationships: Board of Management, Finance Manager and the WRSA project team

External relationships: Major funding partners, Other Regional Sports Assembly's, State Sporting Associations, other funding bodies, local club and club volunteers, local relevant support organisations, disability organisations, communities and LGA's in the Wimmera as well as current WRSA stakeholders and partners.

The Wimmera Regional Sports Assembly operates through a collaborative, team based, networked structure.

## Key Responsibility Areas (KRAs)

### 1. Leadership and Strategic Management

- 1.1. Visionary Leadership: Provide direction and inspire the team to align with the Wimmera Regional Sports Assembly's mission of fostering healthy, active, and connected communities.
- 1.2. Strategic Planning: Develop and implement strategic plans that address community needs and respond to evolving trends and government policies.
- 1.3. Community Engagement: Actively engage with local communities, leveraging data trends to shape strategies and drive sustainable growth.

### 2. Communication, Marketing, and Branding

- 2.1 Communication Strategy: Develop and execute comprehensive communication plans to boost the Wimmera Regional Sports Assembly's visibility and reputation.
- 2.2 Marketing Campaigns: Design and implement marketing and branding strategies to promote initiatives and increase community participation.
- 2.3 Digital Engagement: Strengthen digital presence through social media and other online platforms to engage with the community and raise awareness.

### 3. Advocacy and Representation

- 3.1 Policy Advocacy: Represent the Wimmera Regional Sports Assembly in advocacy efforts, engaging with government and stakeholders to influence policy and secure resources.
- 3.2 Data-Driven Advocacy: Utilize data and trends to support advocacy efforts and ensure the organization's voice is effectively heard in sector forums and policy discussions.

### 4. Financial and Operational Oversight

- 4.1 Financial Management: Oversee budgeting, financial reporting, and resource allocation to ensure the organization's financial health and sustainability.

4.2 Operational Efficiency: Enhance organizational structures and processes to improve operational effectiveness and compliance with policies.

## 5. Capacity Building and Staff Development

- 5.1 Staff Leadership: Oversee the recruitment, development, and performance management of staff to build organizational capability and ensure high performance.
- 5.2 Policy Implementation: Implement and uphold policies and procedures to enhance governance, operational effectiveness, and organizational development.

## 6. Partnerships Development and Collaboration

- 6.1 Network Engagement: Participate in networks, project groups, and advisory committees to foster collaboration and drive strategic outcomes.
- 6.2 Strategic Partnerships: Build and maintain relationships with government agencies, community groups, and businesses to enhance funding and collaborative opportunities.

## 7. Enterprise Development and Risk Management

- 7.1 **Policy Development:** Develop organizational policies and ensure compliance with legal and regulatory requirements.
- 7.2 **Risk Management:** Identify and manage risks, including financial, operational, and reputational risks, to protect the organization's assets and reputation.

## 8. As a staff member of the Wimmera Regional Sports Assembly

- 8.1 Comply with the Code of Conduct and all policies and procedures of the WRSA.
- 8.2 Comply with OH&S of the WRSA.

*Note: The incumbent can be expected to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.*

*Specific performance targets will be negotiated as part of the Wimmera Regional Sports Assembly's regular performance planning and review process.*

## Accountability and Authority

- The Executive Officer reports directly to the WRSA Board.
- Authority to execute decisions per the 'Delegations Schedule,' including financial and external communications.
- Provide regular progress reports to the Board, highlighting achievements, challenges, and strategic issues.

## Additional Information

A six-month qualifying period applies to this position.

The incumbent will be required to travel regularly (with a work car provided) throughout the Wimmera and beyond as part of completing the required duties of the role, and to work outside normal working hours with prior approval.

The position is based in Horsham, and the office is located at 22b Pynsent Street.

## HOURS OF WORK

Working hours are mainly 8.30am – 5.30pm (negotiable and flexi-time options).

High probability of weeknight work at medium level frequency (2-3 nights per month).

Medium probability of weekend work at low level frequency (5-6 times per year).

Flexibility in working hours is required, including some after-hours work. Any additional hours will be compensated with Time in Lieu.

## Skills, Knowledge and Abilities (Key Selection Criteria)

1. Tertiary qualifications in Business Management, Health Promotion, Community Development, Sports Management, Sport and Recreation or a related field, or substantial relevant experience.
2. Proven experience in leading and managing organisational strategy, with a strong understanding of business management and community enterprise.
3. Demonstrated ability to build and maintain relationships with a wide range of stakeholders, including government, sport and recreation bodies, and the community.
4. Excellent organisational, communication, and marketing skills, with a track record of successful branding and advocacy.
5. Strong financial management skills and experience in budget development and oversight.
6. Experience in risk management and policy development.
7. Leadership skills with the ability to work independently and collaboratively in a team environment.

### Highly desirable

- Experience or knowledge in the sport and recreation sector.
- Media liaison experience and expertise in digital communication strategies.
- Proven ability to work effectively with a Board of Management.
- Understanding of good governance principles and their application.
- Ability to analyze data and develop advocacy campaigns.
- Familiarity with ICT applications in the sport sector.
- Experience in a management position within a not-for-profit organisation.

Qualifications and Licences	Essential/Preferable
Tertiary qualifications or relevant work experience in Business Management, Community Development, Health Promotion, Sport and Recreation or related discipline (Diploma or higher, bachelor's degree highly preferred)	Essential
Current employee Victorian Working With Children Check Card (WWCC)	Essential*
Satisfactory National Police Records Check	Essential*
Current Australian Drivers Licence	Essential

\*Willingness to obtain prior to and allow board to review prior to commencement of employment

## Application Information

For further information, and to obtain a position description contact: Board Chair, Jeff Pekin, via email [pekin.54@optusnet.com.au](mailto:pekin.54@optusnet.com.au).

### **SUBMISSION OF APPLICATIONS**

It is expected that a covering letter and current resume will be submitted alongside your application addressing the key selection criteria. Please note applications which DO NOT address the key selection criteria will not be accepted.

Applications should be emailed to [pekin.54@optusnet.com.au](mailto:pekin.54@optusnet.com.au). the subject heading “Confidential – Executive Officer Application”.

**CLOSING DATE FOR APPLICATIONS:** 11.59pm, Friday November 22, 2024.